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30 April 1952

MEMORANDUM

TO: Wages and Classification Board

FROM: Deputy Chief, SE/

VIA: ADMIN/OSO

SUBJECT: Position Re-classification

1. It is requested that Position No. 664 in the Requirements Staff of the SE Division, presently described as "Intelligence Assistant, GS-7," be re-classified to that of "Intelligence Officer (Reports), GS-9."

2. The position as it actually exists includes the following duties and responsibilities:

a. Review of all information reports originating in the Division (about 550 per month) for form, classification, distribution, source description and evaluation, as well as for errors in typing or spelling, possible duplication of information received by other agencies or published in the press, and report security;

b. Advisory function with respect to carding and filing processes and the preparation of statistical records by the Branches;

c. Control function with respect to compliance by Reports and clerical personnel with RC Memoranda and Directives and with OSO Regulation

d. Compilation of monthly statistical reports for the Division Chief and Reports Control;

e. Maintenance of all Requirements records and files; and

f. Routing of all outside-agency reports to appropriate Branches.

3. The incumbent must have a thorough knowledge of CIA and OSO regulations, procedures and practices insofar as they apply to reports and requirements. Area background knowledge, a keen eye for detail, an appreciation of punctuation, grammar and language, and ability to deal with staff employees on all levels are essential to the proper performance of these duties.

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